

Los Alamos
NATIONAL LABORATORY
memorandum

Security and Safeguards Division

To/Ms: All Employees
From/Ms: Stanley L. Busboom, S-DO, G729
Phone/FAX: 7-5911/5-3810
Symbol: SS-99-40
Date: March 25, 1999

SUBJECT: INDIVIDUAL REPORTING REQUIREMENTS

In accordance with DOE O 472.1B, Attachment 1, paragraph 7.b., every L- and Q-cleared UC and contractor employee must promptly report certain information to the Laboratory's Personnel Security Office of S-6, Personnel and Information Security Group. Failure to report this information places your clearance in jeopardy and puts the Laboratory in violation of Appendix G of its contract with the Department of Energy.

Verbal notification is required within 2 working days followed by written notification within the next 3 working days for the following:

- (1) All arrests, criminal charges (including charges that are dismissed), or detentions by Federal, State, or other law enforcement authorities for violations of the law, within or outside of the United States.
- (2) All traffic violations for which a fine of \$251.00 or more was imposed.
- (3) Personal or business-related filing for bankruptcy.
- (4) Garnishment of wages.
- (5) Legal action effected for name change.
- (6) Change in citizenship.
- (7) Employment by, representation of, or other business-related association with a foreign or foreign-owned interest, or foreign national.
- (8) Any approach or contact by any individual seeking unauthorized access to classified matter or SNM. If such an approach or contact is made while on foreign travel, individuals should notify a Department of State official at the local United States Embassy or Consulate with a request that the Department of State report the incident to the Director of Safeguards and Security at DOE Headquarters. This requirement is in addition to any similar reporting requirements implemented under DOE 5670.3, COUNTERINTELLIGENCE PROGRAM.
- (9) Within 45 calendar days of marriage to, or cohabitation with, any individual who does not currently hold an access authorization, provide a completed DOE F 5631.34, "Data Report on Spouse."

If you have any questions concerning these reporting requirements, please contact the Laboratory's Personnel Security Office at 7-7253.